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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

August 31, 1933.

SPECIAL OFFICE ORDER NO. 1.

Subject: Preparation and Issuance of Comptroller's Decisions.

The Legal Advisory Committee will prepare proposed Comptroller's decisions, serially numbered and properly dated in all cases received from the Contract Records Section involving questions of policy. These proposed Comptroller's decisions will be forwarded to the Comptroller for signature and if he approves, he will in turn forward them to the General Counsel, the Coadministrator and the Administrator for their approval prior to their mimeographing and promulgation to all offices and divisions concerned in the Administration.

The policy decisions which have already been made and have been incorporated in the instructions to examiners and reviewers, Control Record Section, will be postdated as accurately as possible and issued as Comptroller's decisions beginning with number one.

The Secretary to the Legal Advisory Committee is hereby held responsible for maintaining a complete file of all decisions made by the Committee with respect to individual contracts within the policies laid down in the Comptroller's decisions previously approved. This file of memoranda, copies of which it is understood are placed in the proper individual folder affected, will be maintained chronologically and kept in a binder.

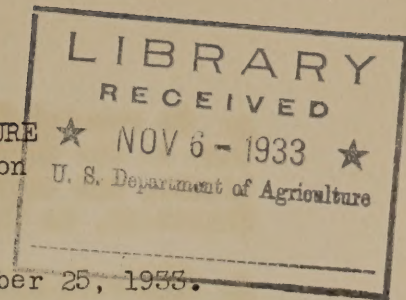
This chronological file of memoranda on individual cases will comprise a complete record of legal decisions made within the policy-forming decisions approved by the Comptroller, the Coadministrator and the Administrator.

Charles J. Brand
Coadministrator.

George N. Peek
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



October 25, 1933.

SPECIAL OFFICE ORDER NO. 2.

Subject: Instructions to the Visa Office.

1. General.

a. There should be a reception box conspicuously placed in the Visa Office for all incoming documents to be signed or initialed by either the Administrator or the Secretary.

b. On reception, visa index card should be made out for each document. On this card should be placed the name of the document, the action required, the time of reception, the time of transmittal, the time action was taken, and the time document was transmitted to the proper offices. On the back of this card should appear the initials of someone in each office to which the document was transmitted.

c. These cards should be kept in a tickler file in order that no document may be inactive in the offices indicated.

d. The Visa Office will prepare the documents in this manner: (1) index card, prepared by the Chief Hearing Clerk for the Secretary's files, to be clipped at the top of the first sheet in folder and detached by the Office of the Secretary; (2) the report of the Analysis Committee or as the case may be, one copy of the letter of the Special Assistant to the Administrator, or memorandum of the General Counsel; (3) the code or marketing agreement with tab indicating where the Secretary is to sign. Subsequent copies of these documents are to be stapled in the same manner.

e. Whenever transmitting such documents, the messenger shall carry with him the Visa index card, secure the initials of the person receiving the docket, the date and time of reception, and return to the Visa Office tickler file.

f. All transmittals shall be reported to the Control Office.

2. Procedure on the signing of documents relating to the Formal Hearing.

a. The Visa Office will receive from the Chief Hearing Clerk (1) one index card on each document prepared for the Secretary's files; (2) seven forms requesting the signature of the Secretary on the above documents; (3) seven Notices of Hearing; (4) seven Determination of Parties to be notified; (5) seven Designation of Presiding Officer.

b. Said documents will be sent to the Administrator for initials.

c. On receipt from the Administrator's Office, said documents should be sent to the Secretary for signature together with a transmittal form in duplicate, one copy of which shall be returned signed by the office of the Secretary, to the Control Office.

d. The Visa Office will receive from the Secretary's office (1) six copies of the form requesting the Secretary's signature; (2) six copies of the Notice of Hearing; (3) six copies of the Determination of the Parties to be notified; (4) six copies of the Designation of the Presiding Officer.

e. The Visa Office will then transmit the original and four copies of each of the above signed documents to the office of the Chief Hearing Clerk; transmittal form in duplicate should be attached, one copy of which shall be returned, signed by the office of the Chief Hearing Clerk, to the Control Office.

f. The Visa Office will send one copy of each of the signed documents to the Control Office.

3. Procedure in securing tentative approval of marketing agreements.

a. The Visa Office will receive (1) one index card prepared for the Secretary's files; (2) one copy of the report of the Analysis Committee; (3) copies of all memoranda recommending approval; (4) four copies of the marketing agreement.

b. The Visa Office will then send the said documents to the Administrator for initialing.

c. The Administrator's Office will return the docket together with four copies of a letter by the Special Assistant to the Administrator requesting the approval of the Secretary.

d. A copy of this letter shall be stapled to each copy of the marketing agreement.

e. The Visa Office shall detach the report of the Analysis Committee and the attendant memoranda recommending approval, and forward said report and papers to the Control Office.

f. The Visa Office will then send (1) the index card prepared for the Secretary's files; (2) four copies of the letter of the Special Assistant to the Administrator; (3) attached to four copies of the proposed marketing agreement, to the Office of the Secretary; a transmittal form in duplicate shall be attached, one copy of which shall be returned signed by the office of the Secretary, to the Control Office.

g. The Visa Office will receive from the office of the Secretary three copies of the marketing agreement, each copy with the letter from the Special Assistant to the Administrator still attached.

h. The Visa Office shall then send one copy of the marketing agreement with the letter of the Special Assistant to the Administrator attached, to the Control Office.

i. The Visa Office will send two copies of the approved marketing agreement with the letters attached, to the office of the Chief Hearing Clerk; a transmittal form in duplicate shall be attached, one copy of which shall be returned, signed by the office of the Chief Hearing Clerk, to the Control Office.

4. Procedure in securing the final approval on marketing agreements.

a. The Visa Office will receive (1) an index card prepared for the Secretary's file; (2) a memorandum from the Legal Counsel stating that the documents are in proper order and where the Secretary is to sign; (3) four copies of the marketing agreement.

b. The Visa Office will then transmit the above documents to the Administrator's office for initialing.

c. The Visa Office will receive these documents from the office of the Administrator together with four copies of a letter from the Special Assistant to the Administrator requesting the Secretary's signature.

d. The Visa Office will then transmit to the Office of the Secretary the following documents; (1) index card prepared for the Secretary's files; (2) four copies of the letter of the Special Assistant to the Administrator; (3) four copies of marketing agreement; a transmittal form in duplicate shall be attached, one copy of which shall be returned signed by the office of the Secretary, to the Control Office. Memorandum of the General Counsel shall be detached and sent to the Control Office.

e. The Visa Office will receive from the Secretary's office (1) three copies of the marketing agreement; (2) and three copies of the letter of the Special Assistant to the Administrator.

f. The Visa Office shall transmit two copies of each of the above documents to the office of the Chief Hearing Clerk; a transmittal form in duplicate shall be attached, one copy of which shall be returned signed by the office of the Chief Hearing Clerk, to the Control Office.

g. The Visa Office shall transmit one copy of each of the above documents to the Control Office.

5. Procedure in securing final approval of codes.

a. The Visa Office will receive (1) one index card for the Secretary's files; (2) one report from the Analysis Committee; (3) two drafts of the Executive Order promulgating the code; (4) five copies of the code (N.B.) the original Executive Order must be stapled to the master copy of the code; (5) one set of reports entitled "N.R.A. Reports Supporting Recommendation for Approval of Labor Provisions for Code of Fair Competition for the _____ Industry"; (6) original letter from the Administrator of the N.I.R.A. to the Secretary of Agriculture recommending that the labor provisions as set forth in the code, be presented to the President; (7) original and four copies of the memorandum of the General Counsel stating that the code is in proper order; (8) memoranda recommending the adoption

of the code, from the Section Chief, Director of Division of Processing and Marketing, Director of Production and Consumers Counsel.

b. The Visa Office shall send said documents to the Administrator.

c. The Visa Office will receive from the office of the Administrator the above documents of the letter of the Administrator or his Special Assistant requesting that the code be presented by the Secretary of Agriculture to the President.

d. The Visa Office will detach; (1) report of Analysis Committee; (2) memorandum from Section Chief; (3) memorandum from Processing and Marketing Division; (4) memorandum from Production Division; (5) memorandum from Consumers Counsel; and send detached documents to the Control Officer.

e. The Visa Office shall send to the office of the Secretary the remaining documents.

f. The Visa Office will receive from the office of the Secretary (1) four copies of the code; (2) four copies of the memorandum from the General Counsel; (3) four copies of the letter of the Special Assistant to the Administrator; (4) four copies of the Secretary's letter recommending the signature of the President; (5) one set of reports of N.R.A. recommending code; (6) letter of N.I.R.A. Administrator.

g. The Visa Office shall then transmit one copy of the code, the set of reports of N.R.A., one letter of the N.I.R.A. Administrator to the Liaison Office of the N.R.A.; a transmittal form in duplicate shall be attached, one copy of which shall be returned, signed by the Liaison Office, to the Control Office.

h. The Visa Office will transmit to the office of the Chief Hearing Clerk two copies of the code; a transmittal form in duplicate shall be attached, one copy of which shall be returned signed by the office of the Chief Hearing Clerk, to the Control Office.

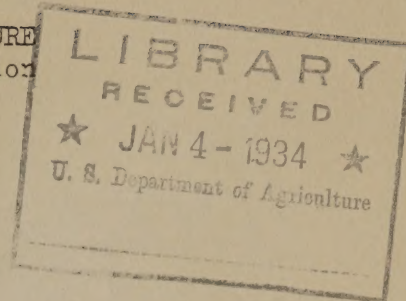
i. The Visa Office shall transmit one copy of the code and all remaining documents to the Control Office.

By direction of the Administrator.

ROBERT DAVIS,
The Administrative Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



December 22, 1933

SPECIAL OFFICE ORDER NO. 4

Subject: Personnel of the Contract Records Section and Comptroller's Office

1. The Contract Records Section and Comptroller's Office will take steps immediately to carry out the instructions of the Secretary's memorandums of December 4 and 6, 1933 as amended by memorandum of December 20, 1933 relating to the personnel of those offices.

2. In administering the instructions of the memorandum of December 20, 1933, the Comptroller and the Chief of the Contract Records sections should:

- (a) Recommend for reappointment for duration of work only those employees who have demonstrated their ability to perform their work in a satisfactory manner, and
- (b) Submit recommendations to the Personnel Section at least three weeks in advance of the time additional appointments, including replacements, are needed.

3. By "duration of the work" is meant the period covered by existing and proposed commodity programs. All appointments for the duration of the work will, therefore, be indefinite appointments.

C. C. Davis

C. C. Davis,
Administrator.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT NO. 100

CHICAGO, ILL. 1955

RESEARCH REPORT NO. 100

RESEARCH REPORT NO. 100
CHICAGO, ILL. 1955

The following is a summary of the results of the research reported in this paper. The results are presented in the form of a table, which is divided into two main sections. The first section contains the results of the experiments, and the second section contains the results of the calculations. The results of the experiments are presented in the form of a table, which is divided into two main sections. The first section contains the results of the experiments, and the second section contains the results of the calculations.

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CHICAGO, ILL. 1955
RESEARCH REPORT NO. 100